

What's Covered:

A summary of the topic is included in this space.

For Discussion Leaders:

Tips for the discussion leader is included in this space.

Discussion Notes:		

How to Use the Toolbox Talk Flyers

Introductory Information

Just as workers should be trained in the recognition and avoidance of unsafe conditions, employees should also be trained in creating a positive working environment. Several of the topics in this series are intended to serve as a quick reference guide to help accomplish this important task.

Each Toolbox Talk flyer typically has an introductory statement, a guide for discussion, and space for additional discussion notes. It is recommended that you have the employees sign off on each topic so the company can maintain a record of the meeting and the participants.

Key Concepts

Remember some basic principals when providing instruction: Introduce the topic, present the key concepts, and invite participation. Conclude with a review of the key points.

- Prepare for each session by reviewing the material prior to the meeting. Going in cold or quickly reviewing the material leads to poor presentations, and cheats your team of a good discussion and learning opportunity.
- Schedule to have short toolbox meetings the first thing in the morning usually on Mondays.
- Select a location where everyone can sit or stand comfortably, with as few distractions as possible, and where you can be easily seen and heard.
- Limit the meeting to ten to fifteen minutes. As a general rule, the talks are short keep them interesting and relevant.
- Remember to prepare, start on time, end on time, talk don't read, and thank your audience for their time, for doing a good job, and maintaining a good safety record

Format of Handouts

- 1. Toolbox Talks are no more than 2 pages in length and can be copied as double-sided.
- 2. The items included on the Toolbox Talk are suggestions to help you prepare and conduct the talk. They are designed to be functional as a stand-alone tool, but you should feel free to expand with additional materials or information.
- 3. A topic summary and duties of the discussion leader are clearly included in the left side bar.

Personalize With Your Own Logo!

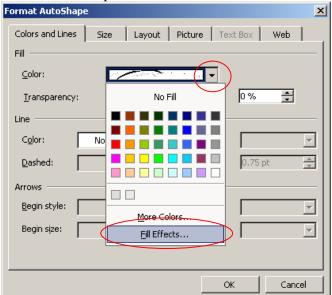
- 1. Open the flyer in Microsoft Word.
- 2. Locate the Toolbox Talk logo and select the graphic that looks like this:



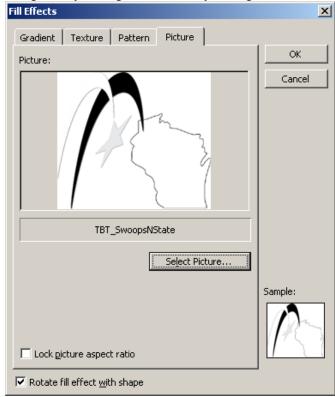
Points to Remember!

This section will capture the high points of the topic.

- 3. Right-click on the graphic and select "Format AutoShape".
- 4. On the Format AutoShape window, Colors and Lines tab, click the Fill Color dropdown and select "Fill Effects"



5. From the Fill Effects window, click "Select Picture" and navigate to your logo file. Select your logo file, then click Ok.



Participant Signature(s) and Date:		
Broug	oht to you by the Wisconsin Apprenticeship Advisory	Council.